



DEPARTMENT PLANNING AND PERMITTING

Henry Eng, FAICP, Director
David K. Tanoue, Deputy Director

POWER, DUTIES AND FUNCTIONS

The Department of Planning and Permitting ("DPP") is responsible for the City's long-range planning and community planning efforts and for the administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and City standards and regulations pertaining to infrastructure requirements. The department has the following five commissions, boards and committees:

The Planning Commission holds public hearings and makes recommendations through the mayor to the City Council on proposals to adopt or amend the General Plan, Development Plans, and zoning ordinances. It also holds public hearings and makes recommendations on State Land Use District boundary amendments for parcels of 15 acres or less in other than Conservation Districts, and approves state land use special use permit applications for uses on agricultural land.

The Zoning Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of zoning, shoreline, and subdivision ordinances and regulations.

The Building Board of Appeals hears and determines appeals from actions of the director of Planning and Permitting in the administration and enforcement of building and related codes, and appeals from actions of the fire official in the administration of the Fire Code. It also hears and determines requests for variance from provisions in the building and related codes.

The Design Advisory Committee comments on design issues related to major project proposals in special districts.

The Mayor's Historic Preservation Committee serves as a forum on matters related to local, current historic preservation issues.

HONOLULU LAND INFORMATION SYSTEM

DUTIES AND FUNCTIONS

This organization provides direct support for maintaining and updating Geographic Information System ("GIS") data required for all city departments. Honolulu Land Information System ("HoLIS") is responsible for the following functions:

- Oversee and direct citywide policies regarding the development and implementation of the GIS.
- Manage and direct the operations of the Department's automated permit tracking and management system.
- Manage and maintain the GIS and the Department's Internet web sites.
- Provide standards for entering and maintaining the geographic/spatial database of thematic maps.
- Implement user interfaces to provide easy access for spatial data queries, report generation, and map production.
- Integrate data and information from external databases of the city and from other agencies with GIS and Departmental land record information.
- Provide assistance and consultation to develop and define specifications for GIS applications and projects.
- Coordinate with all departments to develop management plans that ensure the maintenance of the individual spatial data layers, and ensure that the GIS is responsive to the individual users.
- Implement policies for the distribution of GIS data to the public and private industry.
- Pursue the development of inter-organization agreements to promote the use of GIS technology, and to develop cooperative arrangements for future database development.

ACCOMPLISHMENTS

AutoPermits (POSSE). As part of the effort to establish a comprehensive and integrated Land Information System (LIS), the HoLIS program continues to provide key management and technical support in the development and use of the Department's Automated Permit Tracking and Management System (AutoPermits). The AutoPermits program, commonly referred to as POSSE, enhances methods for processing development permits, and effectively identifies the status of permit applications in the review process. The system is being used by all operations relating to the review, approval, inspection, and enforcement of departmental permits. Reports are being generated to assist department managers to assess the status of City construction projects, permit review times, inspector's mileage, and personnel workloads.

AutoPermits (Honolulu Internet Permit System). The AutoPermits program continues to expand to allow other governmental agencies, private businesses, and the general public access to permit records and information using Internet technology. The Department's Honolulu Internet Permit System (HIPS) web site also allows other City and State agencies to electronically update and comment on permits that require their review. Customers and the public can research permits and land records, and can check on the status of application reviews remotely with an Internet connection.

AutoPermits (Historical Document Scanning) In conjunction with the overall AutoPermits project, the department continues its conversion of historical hard copy documents into digital image formats to be accessible from the City's computing systems. HoLIS is providing lead contract and technical support to this project. Approximately 4,000,000 documents have been scanned and are accessible through the AutoPermits program, with an additional 2,000,000 documents planned to be scanned.

Department of Planning and Permitting Web Page. Customer services are continually enhanced through the departmental web page, www.honoluluodpp.org. The HoLIS program coordinates the design, development, and management of the web page. This site provides information on how the public can obtain various types of permits and allows for the download of all of the departmental forms needed for permit applications.

GIS Internet Web Page and Data Downloads. The City's GIS web site <http://gis.hicentral.com> provides realtors, developers, retail businesses, engineering companies, and even the movie industry geographic information needed to assess site characteristics. The GIS data is also providing the public opportunities to use the data for community and educational programs. A new communication connection was established that greatly increased the performance of the web site. The website was also enhanced by adding new data sets to the site for display and download.

Tax Plat Automation and Data Conversion. HoLIS is coordinating and managing the reengineering of the work flow processes for updating subdivision and tax plat base maps. An analysis of the processes to edit cadastral boundary lines was completed, with new GIS software tools being created to improve the methods for maintaining tax plat map data and to automate the production of the tax plat maps.

Building Outlines, and 3D Structure Modeling. HoLIS continues to develop three dimensional (3D) building shapes for non-residential structures. The 3D modeling of buildings and critical facilities allow analysis of urban development patterns and assist in security planning programs. A geo-database of building structures is being linked to other structural data for use with various City programs.

Homeland Security Project Support. The HoLIS program assists the City Emergency Operations Center (EOC) with its use and access to GIS data. The EOC had its Intranet website updated with additional data, and additional personnel were trained on using GIS for emergency response purposes. HoLIS coordinated the purchase of a dedicated GIS workstation for use in the EOC, and continues to provide data and technical support for emergency response planning.

Digital Aerial Photography. The HoLIS program acquired more digital aerial images for Oahu through a variety of different sources. New large scale, high resolution imagery of Honolulu was collected. Satellite imagery from various sources is providing additional image data for Ewa, Central Oahu, North Shore, Hawaii Kai, and other areas of Oahu. The imagery from remote sensing satellites and low altitude aerial photographs provide detailed information on buildings, roads, parks, natural features, and other characteristics of the land needed for City projects and security programs.

Facility Data Conversion Project. HoLIS is managing the conversion of hard copy maps into digital format for storm drains, buildings, parks, and other facilities. Data is required to support various City agencies with updated and complete digital maps of vital facilities. Interviews with key users were completed, and over 200 maps were scanned for conversion into the GIS.

GIS Day. For the sixth consecutive year, the HoLIS program coordinated the activities for GIS Day in Honolulu on November 18, 2004. GIS Day is a worldwide event to promote geography literacy in schools, communities, and organizations, with a focus on the education of children. Over 300 students ranging from 5th, 6th, and 7th grades participated in various hands-on activities that demonstrated the importance of geography and how GIS works.

Other Major Projects:

- Capital Improvement Program (CIP) Intranet Website
- Parks Information and Mapping System (PIMS)
- Environmental Services Wastewater Facility Geo-Database Management
- Honolulu Police Department GIS deployment.
- Honolulu Fire Department Dispatch
- Emergency Medical Services (EMS) 911 Dispatch System

HOLIS Work Loads and Map Production. HoLIS provides data maintenance and map production services to all City departments to assist with their mapping and data requirements. HoLIS Work Request increased 10% from the previous year and has an overall growth trend of work requests and map production over the past five years, with spikes in demands. The reduction in the number of edits that have occurred indicates that the GIS database requires less maintenance and has fewer errors than in previous years. It should be noted that the GIS is available to City personnel via the Internet or other desktop programs, and the users are producing map products without assistance from HoLIS, which are not accounted for here.

	<u>FY98</u>	<u>FY99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>
HoLIS Work Requests	173	194	229	244	311	606	369	404
Maps Produced			403	298	411	499	885	512
GIS Data Maintenance Jobs			663	761	657	433	374	203

CUSTOMER SERVICE OFFICE

DUTIES AND FUNCTIONS

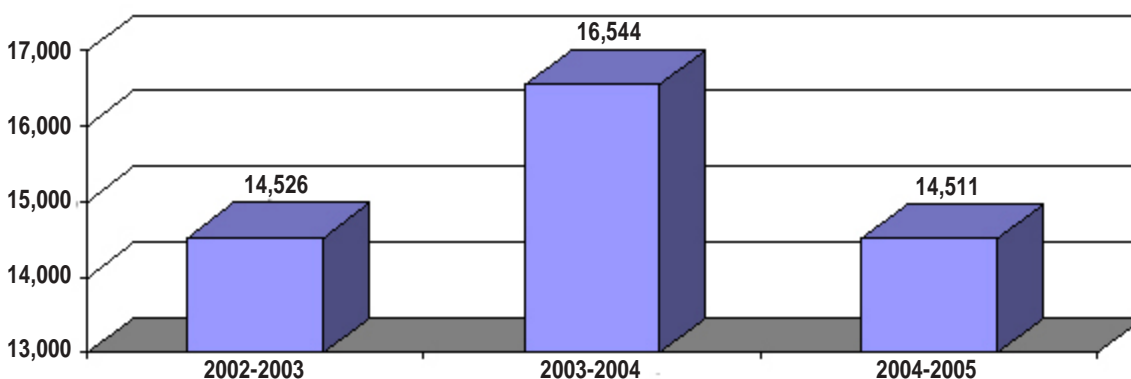
The Customer Service Office ("CSO") is within the Administration Division of the Department of Planning and Permitting. CSO is comprised of the Permit Issuance Branch, Data Access and Imaging Branch, Code Compliance Branch, Residential Code Enforcement Branch and the Commercial and Multi-Family Code Enforcement Branch. CSO enforces, through civil fine procedures, the Building, Electrical, Housing, Plumbing, Energy, Sidewalk and Zoning Codes and other pertinent ordinances; checks and approves all residential building plans submitted for compliance with code requirements; issues permits, and inspects existing buildings for compliance with various codes. They also manage consolidated permit centers in Honolulu and Kapolei. These process centers process residential building permits, provides a central intake point for other permit applicants, answers inquiries about land use permit requirements and collects all building permit payments. CSO also serves as the Department's property information center, where historical and current property and permit records are available for the public's use.

ACCOMPLISHMENTS

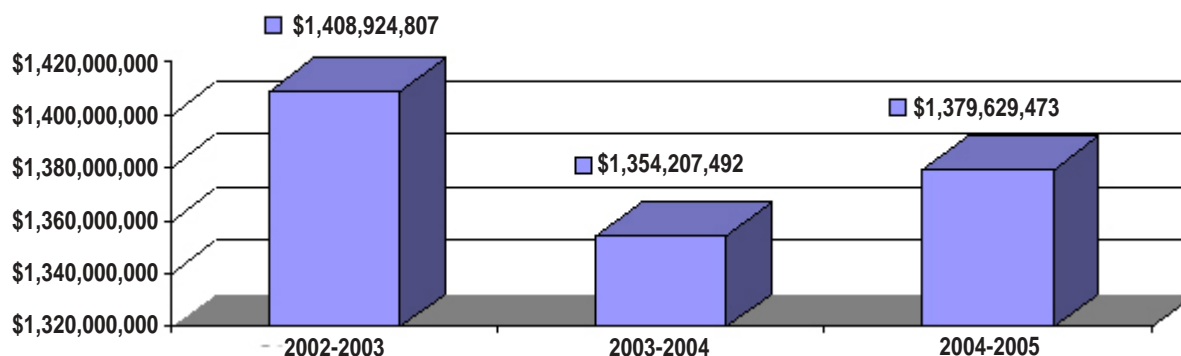
Permit Center. The number and valuation of building permits issued during fiscal year 2004 - 2005 were 14,511 and \$1,379,629,473 respectively, as compared to 16,544 and \$1,354,207,492 for the previous fiscal year. This represents a decrease of 2,024 permits or 14% and an increase in valuation of \$25,421,981 or 2%. The slight increase in valuation for this fiscal year, even though total building permit issuance decreased, is due to an increase of major commercial building permit applications that "spiked" the valuation number.

The decrease in building permit numbers is the first in five years and may be attributed to a leveling in growth of the building industry in Hawaii. The decreased numbers are represented in permits issued for the single-family and apartment occupancy groups. Other occupancy groups such as office buildings and industrial structures made modest gains in the number of building permits issued in the 2004 - 2005 fiscal year.

NO. OF BUILDING PERMITS ISSUED



VALUATION OF BUILDING PERMITS ISSUED



Permit Streamlining. CSO has improved customer satisfaction in reducing time for permit applicants by devoting a second line only for the issuance and payment of building permits. Due to the current booming construction industry, the prospects for staff recruitment are limited and a continual challenge. CSO is continually improving its standards in performance and efficiency by working together with existing staff to streamline permit operations. Such measures include:

- Improved on-line permit applications that would include automatic agency and branch routing.

- On-line payments.
- On-line appointments.

Property Information. The Data Access and Imaging Branch ("DAIB") provide the public with historical records and documents that are retrieved and viewed at the Customer Service Counter. In addition, this Branch provides centralized mail processing for the entire Department, as well as maintaining all existing records. Other major activities include:

DESCRIPTION OF TASKS	TOTALS	
	FY 2004	FY2005
Walk-in Customers Served	22,664	27,852
Incoming Mail Received	49,057	49,877
Number of Files Retrieved for Customers	36,021	36,121
Copies of Maps Made	6,933	6,759
Copies of Document Pages Made	47,819	59,587
Construction Drawings Accessed	54,062	54,411
Research Requests	8,446	10,245
Subpoena's Received/Civil Suits	197	192
Phone Calls Received	22,691	20,107

Several significant occurrences during the fiscal year 2004 - 2005 influenced the operational statistics in the DAIB. During the fiscal year 2004 - 2005, the DAIB lost two employees, thereby, decreasing an already understaffed branch by 75%. The transfer of a City employee helped to temporarily stabilize the staffing situation in the DAIB.

Operating with only half of the required clerical positions, the DAIB staff could not answer all of the phone calls that came into this office on a daily basis. The annual statistics for this fiscal year shows a decrease of 13% in the phone calls answered as opposed to the statistics during fiscal year 2003 - 2004.

While statistics show a significant decrease in the number of phone calls answered, the DAIB did see a significant increase (23%) in the number of customers that were assisted at the counter (approximately 5,200+). This explains, in part, why the existing staff was unable to "catch" all phone calls coming into this branch. They were too busy providing priority services to the walk-in customers.

There is also a significant increase in the number of copies produced (25%) due to the lawsuits the DAIB received; not because of the increase in the number of civil suits/subpoenas/ZBA cases, but because of the complexity of several lawsuits that involved voluminous permit files/documents/maps that needed to be researched and produced.

Authorization of approximately 500 hours of overtime during the last quarter of the fiscal year 2004 - 2005, allowed staff to reduce several months of records research and access requests to about three weeks. Without the authorized overtime, the DAIB and this Department would be in violation of the UIPA statutes that requires the maximum of 10 business days in which to provide a requestor with access to government records.

Code Enforcement

Code Compliance Branch. Customer Services Office Code Compliance Branch is responsible for the issuance of Notices of Order ("NOO's") for all violations of the following ordinances: Building, Housing, Plumbing, Electrical, Grading/Grubbing/Stockpiling/Trenching, Land Use, Special Management Area and Shoreline. This branch is also responsible for site inspections for all shoreline and Special Management Area matters. When appropriate, a Notice of Violation is issued for infractions of the Shoreline and Special Management Area Ordinances.

The NOO's are issued when Notices of Violation ("NOV's") are not corrected within a required period of time. These NOV's are referred to the Code Compliance Branch and civil fines are assessed.

The primary objective of the code enforcement program is to obtain compliance. Enforcement measures can be either administrative of judicial (Prosecuting Attorney's Office). Except for rare occasions, administrative measures are preferred to judicial means.

The NOO's with the civil fines is the first phase of code enforcement initiatives used to achieve compliance with City codes. Other enforcement tools utilized to ensure compliance and the referral of cases to the City's Corporation Counsel for legal action are attachment of assessed civil fines to taxes, fees, and charges administered by the City, and the referral of cases to the City's contracted collection agency.

For fiscal year 2004 - 2005, the Department issued 2,830 NOV's. Of those NOV's, 267 were referred for issuance of NOO's. Of the 267 NOO jobs created, 39 cases were cancelled as erroneous referrals. Of the remaining 228 NOO's issued, 108 cases were closed. During this period, \$115,421 was collected as civil fines. This total does not reflect the amount of civil fines collected by the Real Property Tax Division as the result of DPP referral of the fines and attachment to the violator's real property tax. For this period, the Real Property Tax Division collected a total amount of \$89,365 in attached fines.

This branch is also responsible for processing Nonconforming Use Certificates ("NUC's"). The NUC's are issued to allow the continuance of legal short-term rental units. The 2004 NUC renewal was completed on October 15, 2004. Currently, there are 1,000 active NUC's on Oahu (940 transient vacation rentals and 60 bed and breakfast units). The processing fee collected for the 2004 NUC renewal was \$400 each.

Residential Code Enforcement Branch. The Residential Code Enforcement Branch conducts inspections in the City and County of Honolulu, enforcing the Housing Code. In addition, the Housing and Zoning Code inspectors spend approximately 85% of their time in the enforcement of the Zoning, Vacant Lot and Sidewalk ordinances.

The Residential Code Enforcement Branch performed the following number of inspections and other activities:

	<u>FY 2004</u>	<u>FY 2005</u>
No. of Initial Inspections (Housing Units)	1,608	1,197
No. of Units with Housing Code Deficiencies	313	276
No. of Units with Housing Code Deficiencies Corrected	271	252
No. of Units Demolished	28	9
No. of Zoning Violations Issued	152	148
No. of Zoning Violations Corrected	130	145
No. of Inspections of Vacant Lots	189	179
No. of Vacant Lots for Which Notices of Violation were Issued	141	141
No. of Vacant Lot Violations Corrected	110	139
No. of Inspections of Sidewalk Areas	2,563	3,375

Relocation assistance in the form of aid in locating and moving to replacement housing and/or granting monetary payment is provided for families displaced as a result of code enforcement activities of the office. This service was provided in accordance with the Hawaii Relocation Assistance Act. The monetary expenditures by the Customer Service Office for this service amounted to \$738 in the fiscal year 2004 - 2005.

Commercial & Multi-family Code Enforcement Branch. The Commercial and Multi-family Code Enforcement Branch inspects buildings used for day care centers, private schools, care homes, etc., prior to licensing by the various licensing agencies. They conduct investigations on proposed condominium property regime conversions of existing buildings to determine whether the buildings met applicable building and zoning code requirements at the time of construction and whether any variances or special permits were issued for any deviations. They inspect extensively fire-damaged structures and substandard structures other than single- and two-family structures referred to the section by other sections and agencies, and by complaints from the public. They also investigate building and zoning code complaints in industrial, business, apartment and mixed-use districts. In addition, this section investigates complaints on illegal signs. This branch has also been responsible for enforcing the sign requirements of the City's "No Smoking" Ordinance that includes restaurants and drinking establishments. This branch performed the following major activities:

	<u>FY 2004</u>	<u>FY 2005</u>
Number of Complaints Investigated		
Sign Complaint	568	605
Other	327	258
Total	895	863

Notices of Violation ("NOV")

No. of NOV's Issued	218	247
No. of NOV's Corrected	175	208
No. of NOV's Referred	39	39
No. of Follow Up Inspections	—	3,191

Number of Other Investigations - Inspections on Care Homes, Adult Residential Care

Homes, Day Care Centers, Elderly Care Centers, Private Schools, etc., for;

Licensing	110	88
Condominiums	227	274
Special Assignments	15	19

PLANNING DIVISION

DUTIES AND FUNCTIONS

The Planning Division is responsible for the following functions:

- Prepare and revise the Oahu General Plan;
- Prepare and regularly evaluate and update the long-range regional development plans;
- Represent the City & County of Honolulu ("City") in state land use boundary amendments for parcels greater than 15 acres;
- Process applications for:
 - ◇ State land use boundary amendments for parcels equal to or less than 15 acres,
 - ◇ Revisions to the regional Development Plans and *Sustainable Communities Plans*,
 - ◇ Public Infrastructure Map amendments,
 - ◇ Zone changes,
 - ◇ State Special Use Permit requests, and
 - ◇ Zoning District Boundary Adjustments;
- Monitor conditions of approvals associated with the above actions, including affordable housing requirements;
- Develop community-based special area plans for particular neighborhoods;
- Review the Executive Capital Improvement Program and Budget and Board of Water Supply Capital Improvement Program for conformance to the General Plan and development plans;
- Prepare an annual report of the current status of land use and other data pertinent to the implementation of development plans;
- Prepare a biennial report on the condition of the City, based on the policies and priorities of the General Plan and development plans;
- Develop land use forecasting models to prepare forecasts of population, housing and employment based on land use policies expressed in the Oahu General Plan and the development plans. These forecasts are used as the land-use basis for the Oahu Regional Transportation Plan and other long-range infrastructure master plans;
- Provide assistance to the Oahu Metropolitan Planning Organization ("OMPO"), with respect to land use and population planning issues, and participate on various standing and ad hoc OMPO Committees.
- As the City's liaison to Census 2000, develop products to make the Census data relevant to planning applications and more useful to the public.

PLANNING COMMISSION

The Planning Commission consists of nine members, is governed by the provisions of Section 13-103 of the Charter and primarily advises the Mayor, the City Council and the Director of Planning and Permitting on matters concerning the planning programs. They will hold public hearings and make recommendations on all proposals to adopt or amend the general plan, development plans, and zoning ordinances. They will also review and hold hearings on State Special Use Permits.

The membership of the Planning Commission as of September 26, 2005 is as follows:

Diane Peters-Nguyen, Chairperson
Jeffery T. Mikulina, Vice Chairperson
Vicki Gaynor
Karin Holma
Edson G.H. Hoo
Andrew M. Jamila, Jr.
Rodney Kim
Richard C. Lim
Charlie Rodger

ACCOMPLISHMENTS

Awards

In the fall of 2004 the Hawaii Chapter of the American Planning Association ("APA") recognized the Department of Planning and Permitting's ("DPP") collaboration with the OMPO in promoting the principle of environmental justice in the planning process. The Community Advocacy Planning Award was presented to the "Environmental Justice in the OMPO Planning Process: Defining Environmental Justice Populations" project in recognition of the sound and practical techniques developed by the City to identify

minority and low-income populations that require special attention. The award recognizes “the clear-eyed and comprehensive technical analysis (and the) commitment to address the issue of race and poverty in the equitable distribution of public benefits and impacts.”

Land Use Planning and Development Plans/Sustainable Communities Plans

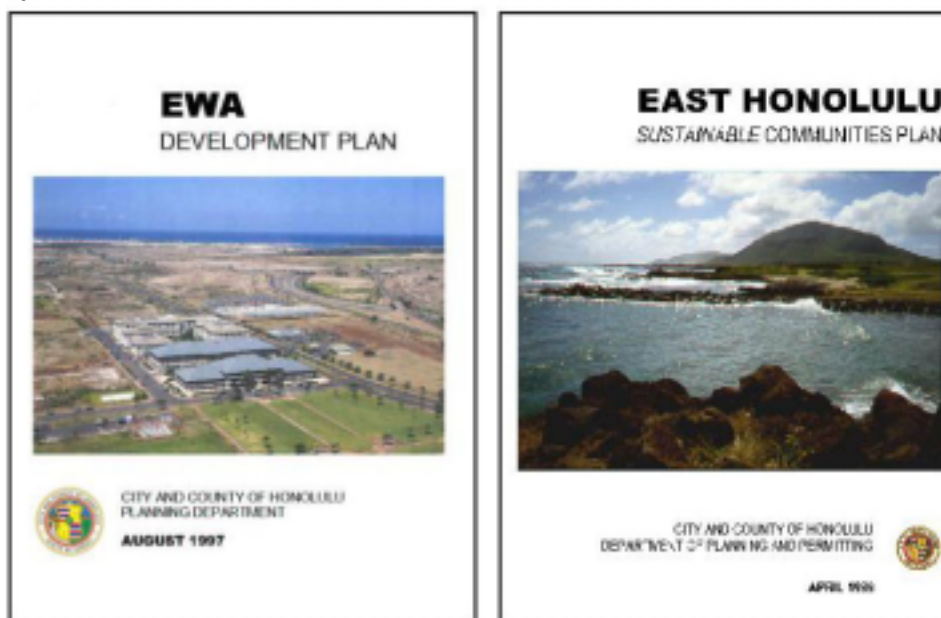
Five-Year Reviews are now underway for the Ewa Development Plan (“DP”) and the East Honolulu Sustainable Communities Plan (“SCP”). The Ewa DP Five-Year Review should be ready for formal review and approval in the fall of 2005. The Five-Year Review for the East Honolulu SCP is in the early stages; a progress report has been prepared and suggested revisions submitted by community groups, developers, and other interested parties are being reviewed.

DPP made preliminary reviews of two projects to be heard by the Land Use Commission for boundary amendments greater than 15 acres, one for the Kapolei West planned community in Ewa, and one for the Pupukea Ridge agricultural and conservation project on the North Shore.

DPP submitted to the City Council a proposed boundary amendment (and zone change) for a parcel of 15 acres or less in size, for the former West Loch commercial/community center site.

In October 2004, the new Primary Urban Center Public Infrastructure Map (“PIM”) was adopted by Resolution 04-246. It depicts 139 public facility projects that qualified to be on the PIM that had been on the former Primary Urban Center Development Plan Public Facilities Map.

A review to update and eventually amend the PIM enabling ordinance was initiated.



	<u>FY 2003</u>	<u>FY 2004</u>
State Land Use Boundary Amendments		
Preliminary Reviews	1	3
Amendments greater than 15 acres processed	1	0
Amendments for 15 acres or less processed	1	1
Zone Changes, Special Use Permits, Zoning District Boundary Adjustments		
Zone Change applications processed	13	8
Applications rejected	0	2
Application approved	8	4
Special Use Permit (“SUP”) applications processed	3	3
Applications accepted	1	1
Applications approved by Planning Commission	2	2
Amendments approved by Planning Commission	0	2
Zoning District Boundary Adjustments (“ZDBA”) requests processed	7	11
Requests approved	6	10
Unilateral Agreement compliance Permit Reviews	145	138
PIM Revisions and Project Reviews PIM		
Requests processed	8	8

Environmental Documents	FY 2003	FY 2004
Environmental documents reviewed	39	62
Draft or Final Environmental Assessments	26	50
Environmental Impact Statements and EIS Preparation Notices	8	4
Pre-Consultation presentations for Environmental Assessments	5	8

Budget Reviews

Executive-Branch projects reviewed	146	198
Planning Commission		
Meetings held	11	4
Actions taken	15	7
Workshops held	2	1

Community-Based Initiatives

The following plans were completed:

- Makiki Neighborhood Plan
- Waialua Town Master Plan

Contract administration for the following planning projects continued:

- Kaneohe Town Plan
- Kamanele Park Master Plan
- Chinatown District Revitalization Master Plan
- Waimanalo Business Training Center Definition and Development Plan
- Korean Cultural and Community Center Planning and Concept Development Study
- Chinatown Substandard Properties Improvements Plan

Contracts were awarded for the following:

- Ala Moana/Sheridan/Kaheka Neighborhood Plan
- Kahaluu Community Master Plan
- Ewa Traffic Circulation Study
- DP Implementation Study, Phase One



Figure 4-6. Waialua Town Center Master Plan

Functional Plans and Planning

The division continued to support the following programs:

- OMPO Technical Advisory Committee ("TAC"), OMPO 2030 Oahu Regional Transportation Plan, Intermodal Planning Group, and Congestion Management Committee.
- The Board of Water Supply Watershed Management Plans which addresses the need for county water use and development plans by the State Water Code. Current plans address Waianae and Koolauloa.
- City Council Agricultural Development Task Force, which was established to make recommendations to enhance the viability of the agricultural industry on Oahu.
- State Department of Transportation's Sub-Statewide Transportation Advisory Committee. The committee serves as a forum for the State and County planning and transportation agencies to discuss relevant issues which they have in common.

Policy Research and Support

- Finalized Year 2030 land use forecast for use by agencies responsible for planning the City's infrastructure such as roads, sewer and water supply. The forecast provides estimates of the future level of population, housing and employment by small area based on policies in the Department's Development Plans, to ensure that the land use basis of the infrastructure plans are consistent with the City's development policies.
- Initiated consultant contract to enhance the capabilities of UrbanSim land use model for land use and transportation planning. The enhancements include representing land use with greater detail, increasing the geographic specificity of development events and implementing various mechanisms of land use that are unique to Honolulu.
- Continued land use monitoring function. Building permits were examined and analyzed to identify changes in land use. Also completed was the updating of data on committed and proposed projects, as well as data on visitor units.

- Initiated consultant contract to develop system to update the department's land use file. The system will enable changes in land use and other development events on the island to be tracked consistently over time.
- Initiated work on developing digital representation of the conceptual urban growth boundaries shown in the City's eight development plans.
- Continued development of mailing list and other special databases in support of Development Planning and community planning programs.

LAND USE PERMITS DIVISION

DUTIES AND FUNCTIONS

The Land Use Permits Division ("LUPD") is comprised of three branches: the Urban Design Branch, Land Use Approval Branch, and Zoning Regulations and Permits Branch. The LUPD is responsible for administering the Land Use Ordinance ("LUO") and other regulations pertaining to land use within the City and County of Honolulu.

The division reviews and prepares amendments to the LUO as required, coordinates interpretations of the LUO, and reviews and processes all LUO regulated land use permits. In addition, the division administers the Coastal Zone Management Program on behalf of the City and processes all required Shoreline Management Area Permits.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals was established by Section 6-909 of the Revised Ordinances of Honolulu, the Zoning Board of Appeals is governed by the provisions of Section 13-103 of the Charter and hears and determines appeals from the actions of the Director of the Department of Planning and Permitting in the administration of the zoning code and subdivision ordinances and any rules and regulations adopted pursuant thereto. The Board consists of five members who are appointed by the Mayor and confirmed by the City Council and serve a five year term.

The membership of the Zoning Board of Appeals as of October 3, 2005 is as follows:

David J. Minkin, Chairperson
 Carl T. Takamura, Vice Chairperson
 Herbert S.L. Chock
 Ronald T. Ogomori
 Signe A. Godfrey

The powers and duties of the Board are to hold contested case hearings in conformity with the applicable provisions of Sections 91-9, 91-10 and 91-11 of the Hawaii Revised Statutes. They shall sustain an appeal only if the Board finds that the Director's action was based on an erroneous finding of a material fact, or that the Director had acted in an arbitrary or capricious manner or had manifestly abused discretion.

ACCOMPLISHMENTS

Historically, the Division has processed approximately 600 land use permits per year, but since Fiscal Year 2002, permit volume has risen steadily, reflecting vigorous economic activity and a renewed interest in renovation and redevelopment at both small-scale and large-scale levels. For comparison purposes, the Division's Fiscal Years 2003 and 2004 permit volume was approximately 750 to 800 permits per annum; for Fiscal Year 2005, our total permit volume rose to 1,240.

All other related activities significantly increased as well. This included building permit reviews, requests for zoning research, and public hearing requirements.

In addition to its regular permit workload, other activities of the Division included a number of significant Land Use Ordinance ("LUO") amendments, including an amendment to the LUO to increase from 4 to 10 the number of receiving lots for transfer of development rights. The purpose of this amendment was to increase the incentives for preserving historic sites and structures. This amendment was adopted by the City Council.

Currently under review are:

- An amendment proposed by Council to establish time limits on the Department of Planning and Permitting for processing Council-initiated LUO amendments is currently under review by the Department.
- Two (2) amendments proposed by the City Council would provide for a reduction in parking requirements for transit-oriented multi-family dwelling uses and other commercial uses. These are under review.
- A Council-initiated amendment to remove limitations on the size of Ohana Dwelling Units and to repeal the Zoning Adjustment requirement for nonconforming units is under review.
- Two (2) Council-initiated amendments to add an additional enforcement-related tool for Transient Vacation Units and to remove the prohibition on additional Bed-Breakfast-Units are also under review by the Division.

The following table of annual statistics illustrates permit volume and the diversity of the Land Use Permits Division total workload.

	<u>FY 2004</u>	<u>FY 2005</u>		<u>FY 2004</u>	<u>FY 2005</u>
Temporary Use Permits			Plan Review Uses		
Applications Received	9	6	Applications Received	3	0
Applications Completed	9	7	Applications Completed	1	0
Special Management Area Permits			Zoning Variances		
- Major/Minor			Applications Received	52	56
Applications Received	78	92	Applications Completed	61	57
Applications Completed	67	82	Zoning Adjustments		
Shoreline Setback Variances			Applications Received	56	47
Applications Received	29	15	Applications Completed	57	50
Applications Completed	24	19	Waivers		
Minor Shoreline Structures			Applications Received	78	99
Applications Received	21	16	Applications Completed	74	72
Applications Completed	16	13	Modifications Processed	105	131
Environmental Documents	67	38	Design Advisory Committee		
Special Districts			Meetings	2	3
- Major/Minor			Number of projects reviewed	2	3
Applications Received	89	94	Zoning Board Of Appeals		
Applications Completed	79	96	Meetings	14	20
Planned Development-Housing			Appeals of Director's actions	3	15
Applications Received	2	2	- Withdrawn or invalid	4	8
Applications Completed	2	1	- Upheld appeal	0	1
Cluster Housing			- Denied appeal	4	5
Applications Received	2	6	Hearings		
Applications Completed	2	5	Zoning Variance	21	19
Existing Use (Housing – Non-Residential)			Special Management Area Permit/		
Applications Received	19	19	Shoreline Setback Variance	18	15
Applications Completed	22	19	Conditional Use Permit – Type 2	3	21
Conditional Use Permits			Site Plan Review	0	3
- Major/Minor			Planned Development-Housing	2	3
Applications Received	90	100	Special Districts	4	3
Applications Completed	86	95	Other	0	0

BUILDING DIVISION

DUTIES AND FUNCTIONS

The Building Division enforces the Building, Electrical, Housing, Plumbing, Energy, and Zoning Codes and other pertinent ordinances; review and approve applications submitted for compliance with code requirements; inspect approved applications for compliance with various codes; review, update and recommend changes to the various codes; process variance and appeal requests to use alternated materials and methods of construction; and conduct examinations for individuals to become qualified special inspectors.

ACCOMPLISHMENTS

Code Review Updates. The City and County of Honolulu ("City") is currently using the 1997 edition of the Uniform Building and Plumbing Codes, and the 2003 edition of the National Electrical Code ("NEC"), which are updated and published every 3 years for various jurisdictions to review for adoption. Each code cycle embraces the latest technology in building safety (including fire, construction, electrical installation, structural seismic and wind, and other life safety requirements) for jurisdictions to enforce.

The Department is currently reviewing the 2003 edition of the International Building Code ("IBC") and the International Residential Code ("IRC") published by the International Code Council ("ICC") and the 2004 Uniform Plumbing Code for adoption as Honolulu Building Code and Honolulu Plumbing Code respectively.

The Department is also currently in the process of adopting the 2005 edition of the National Electrical Code (Bill 51) as the Honolulu Electrical Code.

Streamlining Measures. The Department has adopted administrative rules for a "third party" review process. This would allow "third party" reviewers to be able to certify plans for compliance with Building, Electrical, Plumbing, Energy Conservation and Zoning Codes and regulations. As of this publication there are 3 individuals and 5 firms certified by this Department to perform "third party" reviews.

A checklist for minimum permit submittals (plans, specifications, calculations, and construction requirements will be created to inform applicants as to the minimum information necessary for permits to be available by the end of this year. This checklist is intended to decrease the number of incomplete submittals to the Department increasing the efficiency of review.

Activities For Fiscal Year 2004-2005. The Department is continuing in its program to train and certify new and existing Building Inspectors through the International Building Official's Certified Building Inspector's exam.

The Plans Examining Section reviewed 2,361 plans for the fiscal year 2004-2005 as compared to 2,612 plans for the previous fiscal year, which represents a decrease of 251 or

9.6 %. The number of major plans reviewed decreased by 73 or 7.4 % from 983 to 910, the number of minor plans reviewed decreased by 178 or 10.9% from 1,629 to 1,451. Although the number of plans reviewed has decreased, the number of permits, complexity, and the project valuation has increased for every plan reviewed.

The Building Inspection Branch performed 63,900 inspections relating to codes under its jurisdiction as compared to 66,311 inspections during the previous fiscal year, which represents a decrease of 2,411 or 3.6%. The total includes miscellaneous inspections (grading permits, sign, subdivision and relocation requests for inspections), and 2,356 requests for information, an increase from the previous fiscal year's total of 1,781 an increase of 575 referrals or 32.3%. There were 875 notices of violation issued during the fiscal year as compared to 833 for the previous fiscal year, which represents an increase of 42 or 5.0%. There were also 159 certificates of occupancy issued during the fiscal year as compared to 196 during the previous fiscal year, which represents a decrease of 37 or 18.9%.

The Electrical Code Branch is responsible for the review of electrical plans and the subsequent inspection of these installations, including such work authorized by building permits issued without electrical plans. This branch checked 1,932, plans a decrease of 6.1% from the previous fiscal year of 2,059 plans. This branch also performed 23,800 inspections for the fiscal year 2004-2005, a decrease of 8.5% from the previous fiscal year of 26,000 inspections. The total number of inspections includes 9 fire investigations, 51 requests for inspection, 5 paid inspections, 248 re-inspections, and 17 occupational inspections.

The Mechanical Code Branch is responsible for the review of mechanical and plumbing plans and the subsequent inspection of these installations, including such work authorized by building permits issued without mechanical plans. This branch checked 2,240 plans and performed 19,537 inspections during fiscal year 2004-2005 in comparison to 2,202 and 21,121 respectively, for the previous fiscal year.

Although the number of plans reviewed by the Building, Electrical, and Mechanical Code Branches has dropped for the fiscal year versus the previous fiscal year, the complexity and size of the projects reviewed increased as evident by the accepted valuations for building permits for commercial (i.e. office, hotel/apartments) projects.

The Zoning Plan Review Branch reviewed 8,563 building/sign permit applications, a decrease of 8.8% from the previous fiscal of 9,389. Additionally, this branch reviewed 431 other permit applications for the fiscal year 2004-2005 in comparison to 414 the previous fiscal year for a 4.1% increase.

The Research Branch evaluated 34 requests for approval of materials and/or method of construction for use in structures governed by the City's codes, compared to 15 during the previous fiscal year; processed 44 applications to the Building Board of Appeals compared to 44 applications during the previous fiscal year; and processed 7 special inspector applications, compared to 6 the previous fiscal year. As established by the administrative rules, the department received 3 applicants for individuals and approved 2. In addition 2 firms applied and were approved for certification as "Third Party Reviewers".

Additional information for fiscal year 2004-2005 showing summary of performance compared with that for fiscal year 2003-2004 and information pertaining to the activities of the Building Board of Appeals are attached.

BUILDING BOARD OF APPEALS

The Building Board of Appeals was created by an ordinance established in October 1966. The nine members are appointed by the Mayor, with the approval of the City Council, for a term of five years. The terms are staggered to provide continuity in carrying out the business of the Board. Members must be qualified by experience and training to pass upon matters pertaining to building construction and fire safety. Four members must be registered engineers or architects; one must be experienced in electrical work; one in plumbing work, two in fire safety matters; and one member must be a general contractor.

In 1972, authority of the Board was extended to matters pertaining to the Electrical and Plumbing Codes. The Board's authority

was further extended in fiscal year 1975 to hear appeals from the suspension or revocation of building permits; in fiscal year 1978 to hear appeals from actions under Section 27-10.2 of the Housing Code; and in fiscal year 1980 to hear appeals from the decision of the Fire Official on matters pertaining to the Fire Code.

The membership of the Building Board of Appeals as of April 5, 2005 is as follows:

Beverly Ishii-Nakayama, Chairperson
 William D. Alcon, Vice Chairperson
 Carolyn R. Allerdice
 Glen S. Arakaki
 Samuel T. Fujikawa
 Kevin K. Katayama
 Orlando L. Matias
 Karen T. Nakamura
 James C. M. Young

The powers and duties of the Board are to hear and determine appeals from the decisions of the Building Official or the Fire Official in the administration of the Building, Electrical, Plumbing, and Fire Codes; hear and determine appeals for varying the application of the Building, Electrical, Plumbing and Fire Codes; hear and determining appeals from the decision of the Building Official in the administrative enforcement of ROH Chapter 29, Article 4; and to hear and determine appeals from the action of the Building Official under Section 27-10.2 of the Housing Code.

ACTIVITIES OF BUILDING BOARD OF APPEALS

STATISTICAL REPORT FOR FISCAL YEARS 2002-2003 TO 2004-2005

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
No. of Appeals Processed	28	44	44
No. of Appeals Heard	18	3	0
No. of Appeals Settled	18	3	82
No. of Appeals Pending	0	1	2

BUILDING DIVISION

PERFORMANCE REPORT FOR FISCAL YEARS 2003-2004 AND 2004-2005

I. Plans Examining

Major Plans (\$50,000 and More) Under Review

	<u>2003-2004</u>	<u>2004-2005</u>
No. Carried Over	336	446
No. Received	1,115	987
Review Completed	986	910
Projects Dropped	19	73
Projects Re-logged	0	0
Carry Over	446	450

II. Zoning Plan Review Branch

Plan Review Function	<u>2003-2004</u>	<u>2004-2005</u>
Building Permit and Sign Permit		
Applications Reviewed	9,389	8,563

Other Permits/Applications Reviewed	414	431
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III. Inspection

	<u>No. of Permits and/or Requests Carried Over</u>	<u>No. of Permits and/or Requests Received</u>	<u>No. Completed</u>	<u>No. Voided and/or Denied</u>	<u>No. Carried Over</u>	<u>Total No. of Inspections</u>	<u>Mileage</u>
Building Permits							
Building							
2003-2004	9,736	14,693	13,912	34	10,483	66,311	164,716
2004-2005	10,476	13,437	12,954	49	10,910	63,900	172,405
Electrical							
2003-2004	14,570	9,240	7,440	20	16,350	26,000	156,000
2004-2005	15,350	9,530	9,120	25	15,735	23,800	165,550
Plumbing							
2003-2004	6,439	7,438	7,278	2	6,597	21,121	86,775
2004-2005	6,597	6,741	6,112	3	7,223	19,615	83,625

SITE DEVELOPMENT DIVISION

DUTIES AND FUNCTIONS

The Site Development Division is responsible for the review, approval and inspection of new subdivisions and their associated improvements; proposed infrastructure improvements necessary to support new development such as streets, utilities, bridges, drainage, flood control, street lights, traffic signs and markings, etc.; work within city rights-of-way; improvements to existing city infrastructure; and grading work.. The division is comprised of four branches: Civil Engineering, Subdivision, Traffic Review and Wastewater.

Civil Engineering Branch

Duties and Functions

The Civil Engineering Branch administers ordinances, rules, and standards for road grades, pavement and sidewalk design, drainage within the city's rights-of-way and for site development work on private properties. The Branch reviews construction plans for projects in the city's rights-of-way and site development projects on private properties; reviews preliminary subdivision applications; reviews and approves applications, reports, plans, and permits related to grading, stockpiling, grubbing, trenching, erosion control, storm drain connection, and dewatering work; reviews requests and issues variances for street encroachments, drive-ways, sidewalk finishes, and slope easements; reviews work within drainage and flowage easements; reviews submittals related to construction materials which will be dedicated to the city; and coordinates matters related to Ordinance No. 2412 (Chapter 14, Article 21 of the Revised Ordinances of Honolulu), including deferral agreements.

The Civil Engineering Branch is also responsible for inspecting projects under permit and those that will be dedicated to the city. It is responsible for the maintenance and coordination of the city's road and drainage standards and responds to inquiries and complaints related to grading and work in the city's rights-of-way.

The Civil Engineering Branch consists of the Project Review Section and the Permitting and Inspection Section.

Accomplishments

The workload for the Permitting and Inspection Section generally remained at the prior fiscal year levels. Although there were fewer complaints investigated, there were more grading and trenching permits issued and inspected, significantly more permit fees collected, and more building permits reviewed. These increases were likely indicative of the continued demand for housing, along with related construction activities.

During the past year, the Project Review Section was involved with the review of a large number of development projects. Some of the more significant projects included:

- Ewa Gentry East Area 34
- Hunalewa Cluster Development
- Sea Country Area 5 Cluster
- Ewa Gentry East Area 33
- Mililani Mauka MF-118
- Wal-Mart Manana
- Ocean Pointe, Area III D & E
- Kapolei Village 8
- Ewa Gentry Area 36, Palehua East B
- Ko Olina Parcel 50 Multi Fmly Housing
- Mililani Mauka Unit 136
- Ewa Gentry Area 39
- Ewa Gentry Area 37
- Hoolu Landing Cluster
- Ewa Gentry Area 20
- Waipio Point Subdivision
- Sugar Mill Estate Subdivision
- and Mililani Mauka MF 121

	<u>FISCAL YEAR 2004</u>	<u>FISCAL YEAR 2005</u>
Construction Plan submittals received	1,243	1,202
Preliminary Subdivision Applications reviewed	332	334
Other reviews	214	190
Dewatering Permits issued	3	2
Drain Connection Permits issued	64	67
Driveway Variance Applications	28	16
Driveway Applications Fees Collect	\$2,800	\$1,600
Drain Connection and Dewatering Permits	\$7,750	\$5,300
Grading Permits Issued (includes Grubbing and Stockpiling)	868	870
Trenching Permits issued	834	896
Permit fees collected	\$289,543	\$328,077
Major complaints investigated/reports prepared (non-permit-related)	915	642
Notices of Violation and Order for grading (includes Grubbing and Stockpiling) violations issued	41	60
Permit inspections	8,900	9,700
Subdivisions and Ordinance 2412 projects inspected	103	102
Building Permits review	8,772	8,816
Encroachment Variance Applications reviewed	123	107
Encroachment Authorization Fees Collected	\$12,300	\$10,700
As-Built Plans filed	328	232

Subdivision Branch

Duties and Functions

The Subdivision Branch is responsible for the processing of applications for subdivisions, consolidations, easements, street names, site development plans, park dedication applications, flood determinations and flood hazard variances.

The Subdivision Branch also serves as the City's coordinator with the State Department of Land and Natural Resources and the Federal Emergency Management Agency regarding the City's responsibilities under the National Flood Insurance Program. Proper administration of this function allows the City and its residents to obtain flood insurance under the national program.

The Subdivision Branch also coordinates the review of plans for site development work, including infrastructure construction, i.e. new roads and utilities or work in existing rights-of-way, and grading. The Branch is also specifically responsible for the review of these plans for compliance with subdivision and land use regulations.

Accomplishments

In the past year, the Subdivision Branch has seen an 8.5% increase in the number of new construction plans submitted for review and approval. The high level of construction activity continues to place heavy demands on branch resources to keep up with the increase in construction permits.

The number of new subdivision applications has remained steady in the low 300s and accounts for approximately 1,500 lots subdivided every year.

The Subdivision Branch also continues to monitor the enforcement of the amended City flood hazard regulations. One of the most significant amendments is the requirement that construction of new and substantially improved homes in special flood hazard districts shall include filing a post-construction or "as-built" certification that can be used by insurance companies to rate the cost of the applicable flood insurance policy.

**SUBDIVISIONS/CONSOLIDATIONS/
EASEMENTS/SITE DEVELOPMENT PLANS**

	<u>FISCAL YEAR 2004</u>	<u>FISCAL YEAR 2005</u>
Applications received	310	309
Withdrawn or closed	4	8
Rejected (Incomplete)	10	2
Approved by Director	190	133
Denied by Director	2	8

PARK DEDICATION APPLICATIONS

Applications received	58	62
Withdrawn or closed	2	0
Rejected (incomplete)	0	0
Approved by Director	30	33
Denied by Director	0	0

FLOOD VARIANCES

Applications received	7	8
Withdrawn or closed	1	1
Rejected (incomplete)	5	2
Approved by Director	1	3
Denied by Director	0	0

OTHER APPLICATIONS PROCESSED

Street name applications	12	18
Flood determinations	14	21
Flood miscellaneous correspondence	8	7

PLANS REVIEWED

Construction plans (includes grading plans)	349	379
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The Site Development Division oversees the development of infrastructure. Detention basins help to reduce pollutants in storm water runoff.



Detention basins help to reduce pollutants in storm water runoff.

Traffic Review Branch

Duties and Functions

The Traffic Review Branch reviews, analyzes and assesses proposals for new developments to determine the associated traffic impacts from proposed developments and to establish the relative traffic requirements needed to mitigate the anticipated impacts to the existing and/or proposed street network; properly controls the overall development of streets and highways within the City and County of Honolulu; coordinates the review and approval of streetlights and traffic signal plans with other City departments; reviews and approves traffic control plans which will direct traffic around construction work sites; processes building permit applications for intersection corner-wall variances and for road-widening setback requirements; and reviews subdivision applications to establish horizontal roadway geometric alignments and street layout, including coordination of bonding estimates for traffic signs and pavement striping and for streetlights and traffic signals.

Accomplishments

The Traffic Review Branch has been involved with several major developments including the review and approval of construction plans for the continuing developments in Mililani Mauka

- Royal Kunia
- Ewa by Gentry
- Ocean Point
- Sea Country
- Palehua at Makakilo
- Villages of Kapolei
- Bayview Golf Course Subdivision
- Sugar Mill Estates Subdivision
- Maili Subdivision
- New developments in the Kakaako districts
- Tony Autoplex in Waipio,
- Outback Steakhouse in Kapolei
- Kunia Shopping Center
- Hokua
- Hunalewa Cluster Development
- Walmart Manana Off-Site Improvements
- Zippy's Ewa Beach
- Loft at Waikiki
- Oahu Veterans Center at Foster Village
- Best Buy at Alakawa
- St. Louis Alumni Clubhouse
- The Wedding Ring Shop
- Moana Pacific
- Ward Gateway Retail Shops
- Leeward YMCA – Phase 1
- Lunalilo Home Sewer Rehabilitation
- Government projects including curb ramps at various locations
- Mililani Mauka Community Park
- Rehabilitation of streets at various locations
- Bridge rehabilitation at various locations
- Traffic calming improvements
- Nimitz Highway Sewer Reconstruction
- Sidewalk improvements at various locations
- Water main improvements at various locations
- New bus stop shelters
- Site improvements at various locations

	<u>FISCAL YEAR 2004</u>	<u>FISCAL YEAR 2005</u>
Construction Plans reviewed/approved*	856	798
Land Use Permits/projects reviewed**	317	305
Building Permits approved	298	271
Subdivision Applications reviewed	363	384
Road-Widening Setback inquiries	814	761
Construction/Bond Estimate certifications	29	18

*Includes the review of traffic control plans for construction on City streets

**Includes the review of land use permits and the formal review of projects and proposals received by the Branch in conjunction with a proposed development, with the exception of building permits (i.e. Traffic Impact Analysis Reports, Site Plans, etc.)

Wastewater Branch

Duties and Functions

The Wastewater Branch is responsible for the review of various land use applications and the proposed developments' impacts and needs regarding the city's sewer system; review and approval of sewer master plans; issuance of sewer connection permits; review and approval of construction plans as they relate to the city's sewer system; review and approval of requests to connect to the city's sewer system including the review and approval of Ohana Permit Applications; providing approval or denial of alternative discharge schemes such as the temporary use of sewage holding tanks; collection of applicable fees; coordination with other agencies in resolving conflicts regarding sewer matters and submitting suggestions to the Standards Committee, which is responsible for the revision of sewer standards; and consult with developers and their engineers to determine the most suitable route for their off-site sewer work.

The Branch also provides assistance to other divisions within the Department with streamlining processes for building permits and providing information to the Department of Environmental Services for processing of the appropriate sewer service charges. In addition, the Branch is responsible for the assurance that all properties that are required to connect the city's sewer system do so on a timely basis.

The Branch is responsible for maintaining the inspection records of all city sewer facilities.

Accomplishments

The number of sewer connection permits issued this past fiscal year remains approximately the same as last fiscal year, which suggest a strong real estate and homebuilding markets. The major homebuilders are still located in the Ewa area, such as Ko Olina, Ocean Pointe, Makakilo, and Kapolei, including another big developer, the State's Department of Hawaiian Home Lands. Mililani Mauka has also continued with their construction of residential units. With the ample supply of money still being available, the Branch has a large increase in proposed developments, ranging from the addition of dwelling units to large residential and commercial developments all over the island. The amount of fees collected for the Wastewater System Facility Charge increased drastically with the availability of excess sewer capacity in the Ewa area and with the increase in the rate per dwelling unit.

The amount of subdivision requests remains the same, because these applications were mostly in the Ewa area. The amount of construction plans reviewed and approved remained the same. There was a slight increase in the amount of projects requiring agency approval with the bulk of these for major projects in the Waikiki, Ewa and downtown Honolulu areas. There was a slight increase in the amount of Sewer Master plans submitted for approval, and the majority of these were for projects in the Ewa area.

The Branch continues to work with the Departments of Environmental Services and Design and Construction on finalizing the revised Sewer Standards, which is expected to be completed next fiscal year. The Branch also embarked on a program with the Department of Environmental Services to confirm that properties have been connected to the city's sewer system and are paying their appropriate sewer service fee.

	<u>FISCAL YEAR 2004</u>	<u>FISCAL YEAR 2005</u>
Sewer Connection Permits issued	1,506	1,440
Preliminary Subdivision Plans reviewed	309	308
Subdivision/Development Construction Plans reviewed	550	549
Sewer Adequacy Studies conducted	671	884
Ohana Applications reviewed	N/A	21*
Adequacy and Private Developments Evaluated	84	93
Master Plans evaluated Engineering Reports	11	14
Holding Tank requests, Adequacy Transmittals	N/A	48*
Wastewater System Facility Charge Collected	\$2,007,563.00	\$5,835,705.50

* New items to be added as of last fiscal year to track the increase in developments not usually counted as part of our sewer analysis.